Provider Communication

Subject:	New Radiology Prior Authorization Process	Priority:	**High**
Date:	August 19, 2005	Message ID:	ACSBNR08192005_2

Dear Providers,

New Radiology Prior Authorization Process

The Department of Community Health will begin requiring prior authorization (PA) for specific radiological services on September 1, 2005. The new radiology PA process will impact services rendered on and after September 1, 2005, and is applicable for all providers rendering radiological services in any place of service other than "Inpatient." The procedure codes that will be affected are listed below. (Related codes not listed below are not affected by this PA requirement.).

Providers will be required to submit PA requests via the Georgia Health Partnership (GHP) Web Portal through the Radiology Prior Authorization link. Providers who are not currently registered for the GHP Web Portal may register by following the instructions on the attached document. Clinical information in addition to the appropriate CPT and ICD-9 codes will be required on all requests.

The Georgia Medical Care Foundation (GMCF) will offer provider training on the Prior Approval process for Radiology Services using WebEX sessions. Instructions for registration can be found on the attached document titled "Radiology PA Training Sessions". Actual registration can be done by accessing the following link: **http://www.gmcf.org/medicaid_pa/radiology.htm**

OB Ultra Sound Procedure Codes

One (1) ultrasound unit is allowed per pregnancy (i.e., within 280 days) without Prior Approval for the four codes listed below. Any additional units of these codes will require PA for all members regardless of age:

76805, 76810, 76811, 76812

The following codes require Prior Approval at all times for all members regardless of age:

OB Ultrasounds - 76801, 76802, 76815, and 76816

CT Scans - 70450, 70460, 70470, 74150, 74160, 74170, 72192, 72193, 72194

MRI - 70551, 70552, 70553, 72148, 72149, 72158

PET Scans - 78608, 78811, 78812, 78813, 78814, 78815, 78816

If you have questions, please contact the Customer Interaction Center at 404-298-1228 (in the metro Atlanta area) or 1-800-766-4456 (toll free) or you may contact us via email by using "Contact Us" on the Web site at **www.ghp.georgia.gov**.

- A recorded Provider WebEx training session that will be posted following one of the live sessions for future reference.

How to Register for the Web Portal

The GHP Web Portal can be the doorway to efficiency for a provider. Before you can enter that doorway, you must take two steps to register.

Step One: Web Portal Pre-registration Form

Complete the Web Portal Pre-registration Form. You can download it from the GHP Web portal:

1. Go to **www.ghp.georgia.gov**.
2. Click the **Provider Information** tab.
3. In the Documents and Forms box, click the **View Full List** link.
4. Click the **Web Portal Pre-registration Form** link.
5. To save the document to your hard drive, click the diskette symbol in the toolbar.

Note: You must have Acrobat Reader software to access documents on the Web portal. It's free from the Adobe Web site (**www.adobe.com/products/acrobat/readstep2.html**); just follow the instructions in the gray box.

Complete the form and fax it to the number designated. You use this form to assign Web Portal Office Manager (POA) rights to an individual. As a provider, you can assign these rights to yourself or someone else in your office. You must designate a POA to be able to sign onto the Web portal.

After you fax the form, ACS enters the POA information into your system records. This enables the Web portal to match information to your POA. After five business days, you can move onto the second step of Web portal registration: online registration.

Step Two: Online Registration

If you are the provider and registered yourself as the POA, you are going to register online as "an individual practitioner." If you are the POA and are someone other than the provider him or herself, you will register as a "provider facility." This is the only difference in the process. If you need to bill for more than one provider ID, you must register as a POA for each provider ID. Follow these instructions to complete the online registration:

1. Go to **www.ghp.georgia.gov**.

2. In the registration box, click the appropriate link: **Individual Practitioner Registration** or **Provider Facility Registration**.

Sincerely,

Department of Community Health